
Introduction

CORE MANAGEMENT AND SUPERVISORY TRAINING (CMAST)

Chapter 1, Section 7-i-1 of DOE order 5480.20a (Management and Supervisory Training Requirements) states that the following topics shall be included in a management and supervisory skills training program:

- leadership;
- interpersonal communication;
- responsibilities and authority;
- motivation of personnel;
- problem analysis and decision making;
- fitness for duty procedures; and
- administrative policies and procedures.

In response to this Order, the CMAST (Core Management and Supervisory Training) Self-Study Course was developed to provide an awareness of the topics. In-depth courses on individual module topics are available if needed. Course catalogs are available from the Training and Development Group (HR-T&D) and the Environmental, Safety, and Health Training Group (ESH-13).

When possible, World Wide Web locations for documents or for more information are located in the margins in each module.

WHAT THIS SELF-STUDY COURSE COVERS

This course provides an overview of topics important to the effectiveness of LANL managers and supervisors as they relate to operational activities of the Los Alamos National Laboratory. This course contains seven learning modules and a reference list.

The modules included are the following:

- Module 1 - Leadership
- Module 2 - Communication

[http://
www.hr.lanl.gov/
htdocs/training/](http://www.hr.lanl.gov/htdocs/training/)

[http://
eshtraining.lanl.gov/](http://eshtraining.lanl.gov/)

- Module 3 - Command Responsibilities
- Module 4 - Motivation
- Module 5 - Problem Analysis and Decision Making
- Module 6 - Fitness for Duty
- Module 7 - Administrative Policies and Procedures

Each module contains

- a module preview;
- the topic information;
- a module summary; and
- a self-assessment.

WHAT TO DO

Read each module at your own pace and complete the self-assessment. Some modules have a scenario followed by some discussion questions. A discussion of the lessons learned is also included, when possible. Some modules have multiple choice questions and answers for self-evaluation.

If you have already had training in any of the topics in this Course, please look over the material and take the self-assessment at the end of the Module. If you answer all the questions in the self-assessment correctly, initial the roster at the end of this book and go on to the next Module. If you miss any of the questions, please read the material in the Module thoroughly before initialing the roster. Signing the roster means that you understand the content of all the modules.

When you have finished all the modules and have completed all the self-assessments, complete the roster at the end of this book and send it to the T&D Registrar, J977. The page is made so all you have to do is fill it out, fold it in half, staple it closed, and place it in the internal mail.